



**STAINLAND  
& DISTRICT**  
PARISH COUNCIL

Competency	Essential	Desirable
Education, Professional Qualifications and training	High level of numeracy and literacy. Minimum GCSE English & Maths A-C, Levels 1-5 [or equivalent]	Administration/Bookkeeping qualifications. Certificate in Local Council Administration (CILCA)
Abilities: Practical and intellectual skills	<p>Experience of working in a public-facing role.</p> <p>Ability to work individually, using own initiative, as well as part of a team.</p> <p>Ability to communicate at all levels orally and in writing, with good presentation skills.</p> <p>Experience of staff management including delegation and an ability to motivate and develop staff.</p> <p>Ability to prioritise work, set and meet deadlines.</p> <p>Demonstration of excellent organisational skills.</p> <p>Ability to work collaboratively with Council members and third-party individuals and organisations.</p> <p>Ability to successful build community links.</p> <p>Competent in bookkeeping and using a computer-based financial package.</p> <p>Demonstrate a high standard of computer literacy e.g., MS Word, Excel, PowerPoint, Outlook and website admin.</p>	<p>Confident public speaker. Experience of managing a small team. A good working knowledge and understanding of Local Government structure and practices.</p> <p>An Understanding of Planning Legislation.</p> <p>Proven project management experience.</p> <p>Health &amp; Safety and risk assessment experience.</p> <p>Commercially aware to develop income streams, Event planning experience.</p>
Circumstances	Willingness to work flexibly as required. Attending monthly evening Council meetings and occasional weekend and evening working for events. Current driving licence, own transport.	



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